C	C ~ ~	Dan	Г	
Court	Security	Debuty	EVa	iuatioi

Name:	Date:



Orange County Sheriff's Office Non-Supervisory Performance Appraisal Form Deputy Sheriff – Court Security

Name:	Employe	ee #:	
Hire Date:			
Period Covere	d: From	To	

### **Evaluation and Criteria**

Using the following numerical scale, assign the appropriate value to the tasks listed below. Select the number which best reflects your appraisal of the incumbent's performance and place it in the box. A rating of 5 or 1 must be justified in writing. Comments are encouraged for each section.

- 5-Exceptional
- 4-Above Satisfactory
- 3-Satisfactory
- 2-Below Satisfactory
- 1-Unsatisfactory

N/A – Not applicable

#### COMMITMENT TO DEPARTMENTAL GOALS, PROGRAMS AND OBJECTIVES

Works with supervisor and co-workers in planning and building an effective team.
New and additional assignments are accepted and performed.
New methods are suggested and readily accepted to improve effectiveness and gain ways to resolve traffic and crime problems.
Officer's objectives, efforts and talents are directed toward the needs of the citizens and the
department.
Comments:

#### **COURT SECURITY**

Court Security Deputy Evaluation	Name:	_ Date:
Convolues and absolve the count	room doily	
Searches and checks the courtKeeps constant surveillance or	•	
•	r courtroom proceedings.	
Always puts safety first.	respectfully and orderly	
Handles irate or upset citizens		
Monitors inmates, escorts to a		
willing to work late in court a	s needed and with no complaints.	
Comments:		
<u>CIVIL PROCESS</u>		
Knowledge of all types of pap	er service.	
Serves papers in a timely man		
Organizes daily routing of par		
Completes information on eac		
Assists patrol units as needed.		
Comments:		
TRANSPORTING OF INMATE	e <u>s</u>	
Always puts safety first.		
Treats inmates with respect.		
Proper restraints used at all tir	nes.	
ECO and TDO procedures are		
Extraditions are handled profe		
profes		
Comments:		

### **USE OF MAGNATOMETER**

Court Security Deputy Evaluation	Name:	Date:			
Projects a positive and friend	ly environmer	nt.			
Thorough and cautious with s	•				
Assists citizens with informat	ion and direct	tions in and out of the courthouse.			
Handles emergency situations	s calmly.				
Comments:					
CONTROL ROOM OPERATION	<u>ONS</u>				
Knowledge of equipment. So	hedules repai	rs and maintenance as needed.			
Aware of all courthouse move	ements.				
Keeps time checks on inmate	s and maintair	ns logs.			
Answers phones and takes me	essages.				
Make calls to and from other	Make calls to and from other facilities professionally.				
Keeps court personnel aware	of any unusua	al activity in the courthouse.			
Comments:					
ARREST AND PROCESSING	OF CRIMIN	AL SUSPECTS IN COURTROOM SETTING			
All necessary information is i	ncluded in ar	rest reports.			
Proper warrant procedures are		•			
		oncerning the arrest actions taken.			
Adheres to department's police					
Uses safe arrest techniques, a					
Arrests are made safely in co					
_		ved in an orderly manner when court is in session.			
Comments:					

Court Security Deputy Evaluation	Name:	Date:
PERFORMANCE UNDER ST	RESSFUL, UNU	SUAL OR EMERGENCY CONDITIONS
When under unusual circums demonstrated.	stances, no serious	s deviations from expected performance are
Composure is maintained ur	nder stress.	
Handles difficult situations inJudgment results from sound	•	-
Comments:		
EXTERNAL PUBLIC RELAT	IONS	
	20110	
No verbal abuse of citizens.		
Courtesy is demonstrated at a	all times to all peo	ople.
Is tactful and displays good s	self-control when	in contact with irate individuals.
Comments:		
INTERNAL COMMUNICATI	ON AND COOP	ERATION
Completes assignments in ha	rmony with other	rs and is a good team worker.
Problems which occur in wor	<u>-</u>	_
Readily assists and backs up	-	From Front Control
Trains and guides less experi		
Comments:		

USE, CARE AND MAINTENANCE OF EQUIPMENT
Vehicles are not abused through poor driving habits.
Equipment is not lost or damaged due to carelessness.
Specified operating and safety procedures are followed in the use and maintenance of equipment.
Cruisers are kept clean and serviced.
Equipment is kept clean, taken care of, and always in working condition.
Work area is kept clean and organized.
Wears a bullet-proof vest at all appropriate times.
Comments:
Instructions are followed and assignments completed on scheduleUnassigned time is effectively utilizedSpecial attention is directed to high accident or crime areasWork does not have to be closely supervisedOrganizational shility and shility to multitask
Organizational ability and ability to multitask.
Comments:
COMPLIANCE TO POLICIES, PROCEDURES AND REGULATIONS
Sheriff's Office policies, general orders, procedures, etc., are followed as prescribed or exceptions are approved by supervisor.
Sick leave is not abused.
Leave time is used only as authorized or specified.
Comments:

Court Security Deputy Evaluation Name: \_\_\_\_\_ Date: \_\_\_\_\_

# PHYSICAL CONDITION AND APPEARANCE

Court Security Deputy Evaluation	Name:	Date:
Uniform and equipment are was All physical standards prescri		• •
<i>i i</i>	• •	
Corrective measures recomme are followed in a timely mann		cian or other designated health representative
Comments:		
<b>CORE VALUES:</b> Assign a nume how the employee embodies each		, then list examples or actions that demonstrate emplete all sections.
Integrity: Employee's actions	are guided by	ethical and honest conduct.
Leadership: Employee is an e	xample to other	rs.
Service: Employee is respons	ive and service-	-oriented to meet customer needs.
Comments:		
<b>County Policy</b>		
Is well versed in applicable coFollows all applicable county	• •	knows where to find the most updated policy
	=	g or directives included in county policy before
Completes all county policy r	equired forms a	and documents in a timely matter.
Comments:		

Court Security Deputy Evaluation	Name:	Date:		
CALCULATION OF RATING				
A. TOTAL SCORES B. NUMBER OF CATEGO				
C. RATING DETERMINA				
PERFORMANCE RATING				
4.5-5.00 and no ratings below sati 3.5-4.49 and no ratings below sati 2.5-3.49 and no unsatisfactory rati 1.5-2.49 – Below Satisfactory 0.0 – 1.49 – Unsatisfactory	sfactory – Above Satisfactory			
<u>Development and growth potential:</u> Include comments on employee's major strengths, accomplishments made during this review period and development achieved since the last performance evaluation.				
Completed goals and objectives: Review the results of goals and objectives.	<u>:</u> Djectives completed within this perf	formance cycle.		
New goals and objectives: List the objectives to be accomplished priority.	shed within the next performance c	ycle. Arrange in order of		
Additional comments by rating	official:			

## **Comments by rated employee:**

By my signature, I acknowledge that I have received this performance evaluation. I understand that I may respond in writing if I disagree with any part of this evaluation.

**Employee**: \_\_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor**: \_\_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Sheriff: \_\_\_\_\_ Date: \_\_\_\_